

SPROUTS™

FARMERS MARKET

Attendance Policy

At Sprouts, working as a team is vital to our success. Consistent and punctual attendance is an essential function of all team members' roles. Delivering a differentiated customer experience and upholding commitments to our fellow team members requires team member cooperation. This policy addresses your obligations when you will be unexpectedly absent or tardy, as well as consequences for policy violations.

Sprouts also recognizes that you may occasionally become sick or need to miss work, arrive late, or leave early. **Remember:** It is critical that you **do not come to work if you are sick**. Sprouts provides resources for our team members through the **Sick Time Policy** and Leave of Absence options. Sprouts separately handles legally protected absences like sick leave, absences arising under the Americans with Disabilities Act ("ADA"), maternity/childbirth leave, paternity leave, adoption leave, funeral/bereavement leave, jury duty or witness service leave, voting leave, military leave, religious accommodations, among others. This policy is to establish procedures and standards for incidents of absence and tardiness not covered by federal Family & Medical Leave Act, applicable state leave/sick laws, the ADA, workers' compensation or other legally mandated time off (collectively "protected leave").

Call-In Procedures:

- If you will miss your scheduled shift or any portion of your scheduled shift, you must personally notify the company by contacting the Manager on Duty ¹ at least two (2) hours before your scheduled start time.
- If your two (2) hour notification period is before your store or location opens, please contact the authorized key carrier first, and then call the Manager on Duty when the building opens.
- When reporting your absence, you must advise of the reason you need to be absent, when and how long you expect to be unable to work or delayed in reporting to work, and provide up to date contact information where you can be reached during your absence, if different than what Sprouts has on file.
- Follow this procedure each time you will be absent, including each scheduled shift of your absence.
 - If a health care provider removes you from work, you may provide the health care provider's note to the Manager on Duty. After providing the note, you do **not** need to continue to notify the Manager on Duty of your daily absences during the period in the note **unless** you will not return to work on the date indicated in your note OR your note does not provide a return to work date.
 - You may be required to provide a note from a health care provider to return to work after missing four (4) days for a reason covered by Sprouts Paid Sick Policy.
- If you are using approved intermittent Family and Medical Leave Act (FMLA) leave, you must also notify the Manager on Duty at your store and our third party leave of absence administrator.
- Calling out should be reserved for issues that you were not aware of in advance. Please work with your manager if you have advance notice that you need to be absent or tardy on a particular date or dates.

¹ Support Office team members, please inform your immediate supervisor

It is essential that you call out as outlined above. A phone call allows management an opportunity to talk with you about how long you think you will be out and to determine if a leave of absence is needed and available to you. Text messages or e-mails are not acceptable forms of notification except where permitted by law or under Sprouts' policy.

Sprouts only accepts as proper notification calls made by relatives, friends, or others in cases of extreme emergency. Proof of such emergencies may be required. Incarceration will not be considered an extreme emergency.

Failure to properly contact a member of management prior to your missed shift may result in corrective action or may be considered a No Call/No Show.

No Call/No Show and Job Abandonment:

Absence for two (2) consecutive shifts without calling and speaking with a Manager on Duty is considered job abandonment, which is deemed a voluntary termination. Walking off the job during your shift without notifying your supervisor may be considered job abandonment and may result in separation of employment.

Excessive or Patterned Absenteeism:

- Excessive Absenteeism (including arriving late and leaving early – also referred to as “tardiness”) presents a hardship to other team members. It makes it difficult for Sprouts to deliver excellent customer service. If you are unable or unwilling to attend work regularly and punctually, you may be subject to corrective action.
- Patterned Absenteeism results when absences (including tardiness) occur repeatedly over a 12-week period with a common factor. For example, consistent absences on a particular day of the week, the day before/after a holiday weekend, or payday, or absences that line up with a denied request for time off or a work assignment considered undesirable may constitute patterned absenteeism. Repeated absences during critical operational periods may also be considered a pattern.
- Excessive or patterned absenteeism may result corrective action, up to and including termination of employment. In severe cases of Excessive or Patterned absenteeism, Sprouts reserves the right to terminate employment immediately.

Call-In Procedures for Approved Intermittent FMLA Leave:

- If you need to use your intermittent FMLA leave that has been pre-approved by our third party leave of absence administrator, you must follow the call-in procedures above and notify the Manager on Duty of your need to use intermittent FMLA leave. You must also notify our third party leave of absence administrator as soon as possible on each day you will be absent. This ensures that intermittent leave is properly treated as FMLA and not subject to disciplinary action.
- If intermittent FMLA leave requires you to be away from work for consecutive shifts, you may notify the Manager on Duty on the first day of your absence and report the dates you will be absent. You do not need to continue to notify the Manager of Duty of your absence unless you will not return to work as indicated.